
Knowledge of laws, policies, rules, regulations or other directives governing emergency management programs.

Throughout both my civilian career and military reserve career, I have used my knowledge of laws, policies, rules, regulations or other directives governing emergency management programs. The most recent example below demonstrates my expertise in this area.

CONTEXT: Currently, as the Emergency Response Coordinator for Major Corporation, I manage a Chemical Demilitarization Facility (CDF) Emergency Response program by providing leadership and guidance to maintain safe operations during destruction of the VX stockpile at the site. Prior to the opening of the plant in May 2005, I served as a Training Specialist, where I qualified over 500 employees and contractor personnel in Emergency Response principles. When I started at Major Corporation, the CDF was under construction and there was no Emergency Response program in place. This chemical warfare neutralization facility was planned as a one-of-a-kind state of the art incinerator facility designed to destruct aging chemical warfare stockpiles.

CHALLENGE: My challenge was to develop an Emergency Response training program to ensure mitigation of safety hazards from the facility, from scratch.

ACTION: My first step was to survey programs in other locations. I found there were no suitable example programs available to develop my program from. I realized I would have to develop the entire Emergency Response Program for facility including plans, procedures, training and exercises and obtain approval from several high level agencies, including the Chemical Materials Agency (CMA), the Center for Disease Control (CDC) and the Department of Health and Human Services (DHHS). To determine plans and procedures, I created and led a team to perform a hazard and vulnerability assessment for the facility to help me develop a comprehensive Emergency Response Plan and associated procedures for specific identified responses. I led my team to determine which laws, policies, rules and regulations our program would have to comply with. I found we would need to use guidance from a wide variety of sources, including NFPA 1600, 472 and 473, 29 CFR 1910.120 40 CFR parts 264, 265 and 266. 49 CFR parts 100-199. I also gained CMA guidance using the Guide to Emergency Response Planning (GERP) and additional guidance from the DA-PAM 385-61 Army Chemical Agent Safety Program and AR 50-6 Chemical Accident Incident Response and Assistance Program. Based on our analyses of these rules, regulations and laws we identified seven specific responses which would have to be performed by personnel in four separate shifts.

Once basic plans and procedures were developed, I needed to develop a training plan. In order to do this I performed extensive training needs analysis to determine training requirements. I carefully researched regulations, plans and procedures to identify the training requirements. Based on my research, I then developed effective lesson plans and training materials for a 29 CFR 1910.120 paragraph (q) compliant awareness, operations and technician level course, 40-hour Hazardous Materials (HAZMAT) course and another 40-hour Decontamination Team training course, each with 24 hours hands-on training. Based on those plans, I determined what equipment would need purchased to complete hands on training for the emergency response teams. I then implemented training programs for both construction and operational personnel during entire construction phase for facility. I provided continuing training in Occupational Health and Safety Administration (OSHA) 2, OSHA 3, HAZMAT and Overview of Emergency Response.

In addition to the training, I also needed to ensure we had sufficient equipment to respond to and mitigate any responses to upsets or accidents. Based on that, I undertook a comprehensive analysis and determined what equipment would be needed ensure adequate response resources at the chemical warfare

neutralization facility throughout its systemization, operations and closure. I submitted my request to senior management, who approved the purchase.

Next, I realized I would have to develop an emergency response Drill and Exercise program, so I could evaluate performance on all seven response procedures for all four shifts. I developed a comprehensive program to validate performance by each shift for Command, HAZMAT and Decontamination operations.

To prepare for the drills, I developed additional training programs. I developed an Incident Command System course to instruct command level personnel on how to perform their specific duties for all hazards. I also held over 200 discussion groups to prepare the four shift operation to respond properly during drills.

Since the plant opened operations in 2005, I regularly perform incident investigations, working with audit teams to determine damage and assess impact during upset conditions. I write investigative reports by using effective analysis and evaluation skills to determine causes of incidents, upset conditions and abnormal events that require an emergency response. I establish recovery and mitigation programs based on findings, including developing clear parameters for plant restarts.

RESULT: The program I developed has been a great success. I trained and qualified over 500 newly hired personnel to 29 CFR OSHA 1910.120 Technician-level, NFPA 472 Technician responders capable of responding to all hazards associated with the disposal of chemical warfare agents and the industrial chemicals associated with the neutralization process. I demonstrated excellent communication skills in over 12,000 hours of presentations to students, clearly communicating information, earning high scores for teaching excellence.

I have led up to 20 person emergency response exercise teams, with over 350 successful Homeland Security Exercise and Evaluation Program (HSEEP) compliant drills since November 2002. For each drill I have ensured complete documentation of each procedure, including the Exercise Plan, After Action Report and Exercise Improvement Plan. Through these drills I have validated all four shifts on the 7 contingencies.

Recently, my program received recognition during the 2006 *Chemical Surety Inspection (CSI)* for creating "*the best in the business*" Emergency Response Program. My program received NO findings or observations during inspection, the only program in the nation to achieve this distinction.

I have received 3 bonus awards for success in this program.

TRAINING: By earning Certified Emergency Manager (CEM), I gained the knowledge, skills and ability to effectively manage a comprehensive emergency management program. As a graduate of the FEMA Master Exercise Practitioner Program I have been trained in the necessary skills to conduct HSEEP compliant exercises at the local, State and Federal levels.